

BUDGET, FINANCE & INVESTMENT COMMITTEE

February 5, 2015

5:30 P.M.

Courthouse

MINUTES:

Members Present:

Comm. Rhonda Allen
Comm. Charlie Baum
Comm. Joe Frank Jernigan
Comm. Shawn Kaplan
Comm. Robert Peay
Comm. Doug Shafer
Comm. Will Jordan, Chair

Others Present:

Ernest Burgess
Lisa Nolen
Mark Tucker
Teb Batey
Jeff Davidson
Joe Russell
Robert Arnold

Melissa Street
Lisa Crowell
Tharrell Kast
Rob Mitchell
Michael Gregory
Don Odom
Jeff Sandvig

Richard Zago
Sumner Bouldin
Melissa Harrell
Mike Nunley
Larry Farley

Chairman Jordan presided and called the meeting to order at 5:30 P.M. with all members present.

APPROVE MINUTES:

Comm. Allen moved, seconded by Comm. Jernigan to approve the minutes of the January 8, 2015 Budget Committee meeting as presented.

The motion passed unanimously by acclamation.

HEALTH & EDUCATIONAL FACILITIES BOARD REVENUE BONDS

Sumner Bouldin, attorney for the Health and Educational Facilities Board, presented a resolution approved by the board in January 2015 to authorize the issuance of \$20,000,000 in revenue bonds for Imperial Gardens II, LP for the acquisition, renovation, and equipping of a 300 unit multi-family housing facility in Smyrna. He explained that the bonds do not present any liability to the County, nor does it offer any tax abatement.

Comm. Shafer moved, seconded by Comm. Baum to authorize the issuance of the \$20,000,000 bond.

The motion passed unanimously by roll call vote.

INVESTMENT REPORT:

Teb Batey, Trustee, presented the monthly Investment Report noting that there were no CD bids for January. The LGIP interest rate for the month increased from .09% to .10%.

He also explained that the tax collections, which were behind in collection in December, have caught up in January.

Comm. Peay moved, seconded by Comm. Shafer to approve the Investment Report as presented.

The motion passed unanimously by acclamation.

FUND CONDITION REPORT:

Lisa Nolen, Finance Director, presented the monthly Fund Condition Report for the use and information of the committee advising that the Development Tax collections for the month of January totaled \$153,750 with the year-to-date collections being \$1,962,750. This compared to the previous year when the monthly Development Tax collections were \$156,000, and the year-to-date collections were \$2,268,000. She noted that 81% of the budget for development tax has been collected through 58% of the year.

The committee reviewed the fund cash balances totaling \$200,262,194 with operating funds being \$188,149,678 and borrowed funds being \$12,112,516. This compared to the same period

last year when the total cash balances were \$188,825,228 with operating funds being \$178,585,010 and borrowed funds being \$10,240,218.

The Finance Director next reviewed the revenue collections advising that sales tax for all governments is up 9.47% compared to prior year. She also noted that fines and forfeitures continue to be down due to the Circuit Court Clerk not having closed out previous months, but they are catching up. She reported that building related permits are 80% collected.

Following review, Comm. Jernigan moved, seconded by Comm. Kaplan to approve the Fund Condition Report as presented.

The motion passed unanimously by acclamation.

RISK MANAGEMENT:

Melissa Street presented the monthly Risk Management Financial Report for the use and information of the committee advising that the cost per employee per month for the medical, dental and vision program was \$791.21 compared to \$889.19 for the prior year. The average cost per month was \$887.64 compared to \$862.60 for the prior year. When including the on-site medical clinics, the average cost per employee per month was \$921.18 compared to \$896.98 for the prior year for a trend of 2.7%.

For the Work Injury Fund performance, the year-to-date claims totaled \$397,271.65 compared to \$278,050.07 for the prior year. She noted there were 13 open workers comp claims.

Following review, Comm. Peay moved, seconded by Comm. Jernigan to approve the Risk Management Financial Report as presented.

The motion passed unanimously by acclamation.

She next presented a budget transfer to eliminate a position and move the funds to other contracted services:

| | | |
|-------------------|-------------------------------------|----------|
| Increase Expend.: | 101-51920-399 Other Contract. Serv. | \$19,200 |
| Decrease Expend.: | 101-51920-189 Other Salary & Wages | \$16,050 |
| | 101-51920-201 Social Security | \$995 |
| | 101-51920-204 State Retirement | \$1,922 |
| | 101-51920-212 Employer Medicare | \$233 |

The Safety Specialist position is vacant and the job duties will be outsourced to a third party vendor for safety testing and inspections. Comm. Jernigan inquired whether this third party vendor would be available to perform inspections that were not scheduled and where needed immediately. Ms. Street stated that those would be done by Dan Goode, as needed.

Comm. Shafer moved, seconded by Comm. Allen to approve the budget transfer as presented.

The motion passed unanimously by roll call vote.

COUNTY CLERK:

Lisa Crowell presented a budget amendment from Undesignated Fund Balance to fund the purchase of on demand printers, scanners, cables and installation at a cost of \$52,175. Stoney Hale with Business Information Systems provided a description of the use of the printers and scanners. The hardware will be used to print vehicle registration cards and decals on demand as customers come into the Clerk's office for new vehicle registrations or renewals. He stated that 86 counties in Tennessee already have this technology in place and the State is encouraging the changeover.

Ms. Crowell stated that she had observed several county clerk offices using this technology and some were performing the scanning at the point of sale and some were scanning in batch the day after the transaction took place.

Comm. Peay inquired as to what the cost savings would be by purchasing this technology. Ms. Crowell stated that there would be cost savings in paper and printer supplies, but also in storage space and the ability to access the data more quickly after it has been scanned.

Comm. Jordan suggested that Ms. Crowell bring this item back during the upcoming 2015-16 budget review for further discussion.

No action was taken on the amendment.

ARCHIVES:

Lisa Nolen presented a General Fund budget transfer to move funds from other charges to part time employees and the accompanying benefits due to the resignation of one of the MTSU graduate students:

| | | |
|-------------------|-----------------------------------|---------|
| Increase Expend.: | 101-51910-169 Part-time employees | \$2,800 |
| | 101-51910-201 Social Security | \$175 |
| | 101-51910-212 Employer Medicare | \$45 |
| Decrease Expend.: | 101-51910-599 Other Charges | \$3,020 |

Comm. Kaplan moved, seconded by Comm. Jernigan to approve the budget transfer as presented.

The motion passed unanimously by roll call vote.

PAWS:

Michael Gregory presented a General Fund budget transfer to purchase an evidence locker:

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|-------------------|----------------------------------|-------|
| Increase Expend.: | 101-55120-499 Other Supp. & Mat. | \$725 |
| Decrease Expend.: | 101-55120-718 Motor Vehicles | \$485 |
| | 101-55120-790 Other Equipment | \$240 |

Comm. Shafer moved, seconded by Comm. Baum to approve the budget transfer as presented.

The motion passed unanimously by roll call vote.

AMBULANCE FUND:

Mike Nunley presented a General Fund budget amendment to purchase information technology equipment and services for the Lytle Street administration building renovation:

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|-------------------|-------------------------------------|----------|
| Increase Expend.: | 118-99100-590 Trans. to Other Funds | \$50,000 |
| Decrease Expend.: | 118-55130-399 Other Contract. Serv. | \$25,000 |
| | 118-55130-425 Gasoline | \$15,000 |
| | 118-55130-452 Utilities | \$10,000 |

Mr. Nunley also presented a second General Fund budget amendment to purchase security cameras and card key locks for the Lytle Street administration building renovation:

| | | |
|-------------------|-------------------------------------|---------|
| Increase Expend.: | 118-99100-590 Trans. to Other Funds | \$8,500 |
| Decrease Expend.: | 118-55130-335 M&R Serv.-Buildings | \$8,500 |

Comm. Jernigan moved, seconded by Comm. Peay to approve the budget amendments as presented.

The motion passed unanimously by roll call vote.

EMERGENCY MANAGEMENT:

Mr. Tharrell Kast presented the 2014 Homeland Security Grant contract with the Tennessee Emergency Management Agency for training, exercises, planning, and equipment. The grant is

for the period of September 1, 2014 to April 30, 2016. The grant is for \$68,168 and does not require a match. A budget amendment will be brought back at a later date to recognize the revenue and expenditures of the grant.

Comm. Jernigan moved, seconded by Comm. Baum to approve the 2014 Homeland Security Grant contract as presented.

The motion passed unanimously by roll call vote.

SHERIFF'S DEPARTMENT:

Joe Russell presented various General Fund budget amendments:

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|---|-------------------------------|-------|
| To transfer funds for water bill at horse barn: | | |
| Increase Expend.: | 101-54110-351 Rentals | \$500 |
| Decrease Expend.: | 101-54110-790 Other Equipment | \$500 |

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|------------------------------------|-------------------------------|-----------|
| To increase funds for inmate food: | | |
| Increase Expend.: | 101-54210-422 Food Supplies | \$350,000 |
| Decrease: | 101-39000 Unassign. Fund Bal. | \$350,000 |

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|---|------------------------------|---------|
| To recognize revenue from insurance recovery into motor vehicles: | | |
| Increase Revenue: | 101-49700 Insurance Recovery | \$6,575 |
| Increase Expend.: | 101-54110-718 Motor Vehicles | \$6,575 |

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|---|-----------------------------------|---------|
| To recognize revenue from sale of recycled materials: | | |
| Increase Revenue: | 101-44145 Sale of Recycled Mat. | \$6,008 |
| Increase Expend.: | 101-54110-716 Law Enforce. Equip. | \$5,345 |
| | 101-54210-499 Other Supp. & Mat. | \$663 |

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|--|----------------------------------|---------|
| To recognize revenue from other revenue: | | |
| Increase Revenue: | 101-44990 Other Local Revenues | \$3,184 |
| Increase Expend.: | 101-54210-499 Other Supp. & Mat. | \$3,184 |

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|--------------------------------------|------------------------------------|---------|
| To recognize revenue from donations: | | |
| Increase Revenue: | 101-44570 Contributions & Gifts | \$5,389 |
| Increase Expend.: | 101-54110-399 Other Cont. Services | \$3,689 |
| | 101-54110-499 Other Supp. & Mat. | \$750 |
| | 101-54110-599 Other Charges | \$950 |

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|---|-----------------------------------|---------|
| To recognize revenue from K9 donations: | | |
| Increase Revenue: | 101-44570 Contrib. & Gifts | \$1,825 |
| Increase Expend.: | 101-54110-401 Animal Food & Supp. | \$1,825 |

To recognize revenue from the sale of materials. This amendment was requested to be pulled by the Finance Director due to the fact that the revenue line item has not yet met the amount currently budgeted for the year.

| | | |
|---|-----------------------------------|----------|
| To recognize revenue from conference registrations: | | |
| Increase Revenue: | 101-48130 Contributions | \$28,475 |
| Increase Expend.: | 101-54110-196 In-service Training | \$28,475 |

Comm. Baum inquired, about the amendment for food supplies, as to whether there is anything in particular that made the budget so far off. Sheriff Arnold explained that some of the kosher meals are higher priced than non-kosher meals. Also, food costs in general have increased. Based on the actual amounts so far this year, this amendment for food supplies should be adequate to finish the fiscal year.

Comm. Jernigan moved, seconded by Comm. Baum to approve the budget amendments as presented except for the one amendment for sale of materials that was requested to be pulled.

Comm. Peay noted that some of the revenues contained in the amendments should be used to offset the amount taken out of undesignated fund balance by the food supplies amendment.

Comm. Peay moved to use the revenue contained in the amendments to offset the amount taken out of undesignated fund balance. Motion was not seconded.

The original motion passed by roll call vote, with Comm. Peay voting “no”.

RESOLUTION AUTHORIZING SALE OF SURPLUS SHERIFF’S VEHICLES

Robert Arnold presented a resolution authorizing the sale of Sheriff’s Department surplus vehicles to other governmental entities across the State of Tennessee at the minimum price of \$2,000 per vehicle. He stated that most vehicles are taken out of service at 150,000 miles, but some have 200,000 miles. The cars would be sold with the equipment still in them, with the exception of any equipment still in good condition and consistent with the equipment model currently in use.

Comm. Peay asked what equipment would be left in the vehicles. Sheriff Arnold stated that equipment such as video tape cameras and cages that do not fit the current models would be left in the cars.

Comm. Peay moved, seconded by Comm. Baum to approve the resolution as presented.

The motion passed unanimously by roll call vote.

DRUG FUND BUDGET AMENDMENT

Joe Russell presented a budget amendment for the Drug Fund to increase in-service training from restricted funds:

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|-------------------|------------------------------------|----------|
| Increase Expend.: | 122-54150-196 In-service Training | \$15,000 |
| Decrease: | 122-34525 Restrict. for Pub. Safe. | \$15,000 |

He also presented a budget amendment for the Drug Fund to increase law enforcement equipment from restricted funds for radios:

| | | |
|-------------------|------------------------------------|----------|
| Increase Expend.: | 122-54150-716 Law Enforce. Equip. | \$70,000 |
| Decrease: | 122-34525 Restrict. for Pub. Safe. | \$70,000 |

Comm. Jernigan moved, seconded by Comm. Shafer to approve the budget amendments as presented.

The motion passed unanimously by roll call vote.

FIRE & RESCUE:

Larry Farley notified the committee of a funding opportunity from the Department of Homeland Security for additional fire department staffing through the 2014 SAFER grant. The grant application period begins February 9 and runs through March 6. Chief Farley anticipates requesting 12 additional positions and requests permission to apply for the grant.

Comm. Jernigan moved, seconded by Comm. Peay to authorize the necessary Rutherford County personnel to apply for the grant.

The motion passed unanimously by roll call vote.

GENERAL PURPOSE SCHOOL FUND:

Jeff Sandvig presented a General Purpose School Fund budget amendment to recognize the proceeds of an adult education critical needs grant and increase the corresponding expenditures:

| | | | |
|-------------------|---------------|--------------------------|----------|
| Increase Revenue: | 141-46590 | Other State Ed. Funds | \$17,387 |
| | 141-47590 | Other Fed. Through State | \$52,163 |
| Increase Expend.: | 141-71600-116 | Teachers | \$43,237 |
| | 141-71600-189 | Other Sal. & Wages | \$11,247 |
| | 141-71600-201 | Social Security | \$2,947 |
| | 141-71600-204 | State Retirement | \$1,715 |
| | 141-71600-207 | Medical Insurance | \$3,343 |
| | 141-71600-212 | Employer Medicare | \$691 |
| | 141-71600-790 | Other Equipment | \$5,390 |
| | 141-72260-105 | Supervisor/Director | \$759 |
| | 141-72260-204 | State Retirement | \$68 |
| | 141-72260-207 | Medical Insurance | \$153 |

Comm. Allen moved, seconded by Comm. Baum to approve the budget amendment as presented.

The motion passed unanimously by roll call vote.

EDUCATION CAPITAL PROJECTS FUND:

Jeff Sandvig presented an Education Capital Projects Fund budget amendment to fund the purchase of one acre of land from John and Judith Turner to be used currently as Eagleville practice fields. This property will become part of the Eagleville campus and could be used for future building construction or parking lot:

| | | | |
|-------------------|---------------|------------------------|----------|
| Decrease: | 177-34685 | Commit. for Cap. Proj. | \$44,000 |
| Increase Expend.: | 177-91300-715 | Land | \$44,000 |

Comm. Kaplan moved, seconded by Comm. Allen to approve the budget amendment as presented.

The motion passed unanimously by roll call vote.

SCHOOL BUILDING PROGRAM:

Don Odom, Director of Schools, presented a five year building plan at a cost of approximately \$234,000,000. In the plan, the school system is trying to address three things: to anticipate district-wide and geographic enrollment growth of the students, continue to address renovation needs and to reduce the need for portables. The plan would eliminate 47 portables at 6 schools, if there was not a tremendous amount of growth.

Mr. Odom also reviewed the populations at the schools, noting that there were decreases at some elementary schools. He stated this was most likely a result of the City of Murfreesboro opening a new school and also offering free breakfast and lunch to all students. This is probably a one year anomaly.

For the next borrowing cycle, Mr. Odom presented a detailed cost estimate of \$55,550,000.

Comm. Allen requested additional information about the addition and renovation of John Colemon School. Mr. Odom stated that some of the school could be repurposed and the architect's plan is for a two story, 130,000 square foot addition. Comm. Shafer asked what the capacity of the school would be after renovation and where the students would come from to fill the school. Mr. Odom stated the capacity would be about 800-900. The current enrollment is about 500 and he believes if a new school is constructed, more students will be attracted to the school.

Comm. Baum reviewed the current debt of the County and the current tax rate and future tax rate should the school plan be approved. He also provided some ways to pay for expansions by utilizing the facilities more hours of the day. He proposed to move portables to other schools, ask for volunteers to take classes at night, have year around schools by extending school days and graduate students in three years with year around classes. Mr. Odom explained that online

courses, summer school and night school have been experimented with, but not with success due to conflicts with transportation, parents having multiple children on different schedules and operating costs increasing.

Mr. Odom added that Rutherford County operates the system for about \$1,000 per student less than other systems. He also noted that schools are built for about \$89 per square foot, not counting the building pad and sports facilities.

Comm. Baum moved, seconded by Comm. Shafer to approve the cost of the Eagleville practice fields at \$20,000, John Coleman School addition and renovation at \$19,865,000 and the Roy Waldron addition at \$4,720,000.

Mr. Odom noted that none of the projects contained in the motion helped out growth.

Comm. Shafer moved to amend the original motion, seconded by Comm. Peay to add land for a Smyrna area middle school and elementary school at \$2,700,000 and land for Oakland Middle Annex at \$600,000.

The amendment passed unanimously by roll call vote.

Being no further discussion, the motion, as amended, passed unanimously by roll call vote.

Comm. Allen moved to approve the middle school Smyrna area at \$34,032,000. Motion was not seconded.

PROPERTY ASSESSOR:

Robert Mitchell presented a General Fund budget amendment to eliminate three positions, to fund an aerial photography contract and to fund a contract for personal property audits:

Property Assessor

| | | |
|-------------------|------------------------------------|----------|
| Increase Expend.: | 101-52300-399 Other Cont. Serv. | \$21,000 |
| Decrease Expend.: | 101-52300-106 Deputies | \$96,445 |
| | 101-52300-201 Social Security | \$5,980 |
| | 101-52300-204 State Retirement | \$11,544 |
| | 101-52300-205 Employee & Dep. Ins. | \$8,995 |
| | 101-52300-212 Employer Medicare | \$1,398 |

Reappraisal

| | | |
|-------------------|------------------------------------|-----------|
| Increase Expend.: | 101-52310-399 Other Cont. Serv. | \$135,000 |
| Decrease Expend.: | 101-52310-106 Deputies | \$25,048 |
| | 101-52310-201 Social Security | \$1,554 |
| | 101-52310-204 State Retirement | \$186 |
| | 101-52310-205 Employee & Dep. Ins. | \$4,487 |
| | 101-52310-212 Employer Medicare | \$363 |

Assessor Mitchell stated that other departments will use the aerial pictometry and he is so committed to the technology he is willing to give up the positions in his department.

Comm. Shafer moved, seconded by Comm. Kaplan to approve the budget amendment as presented.

The motion passed unanimously by roll call vote.

CONTRACT WITH GOVERNMENT SERVICES AND ASSOCIATES, LLC:

Robert Mitchell presented a contract with Government Services and Associates, LLC to perform business personal property audits as assigned by the Assessor of Property. The contract is effective through January 2016. Fees for the audits are based on the audit activity and size of the account assigned in accordance with a fee schedule contained in the contract.

Comm. Peay moved, seconded by Comm. Allen to approve the contract with Government Services and Associates, LLC as presented.

The motion passed unanimously by roll call vote.

CONTRACT WITH PICTOMETRY INTERNATIONAL CORP:

Robert Mitchell presented a contract with Pictometry International Corp. to provide aerial oblique and orthogonal frame imagery of the County land area. The contract covers three separate flights over a six year period. The cost of the first flight is \$272,275.00 and \$275,275.00 for flights two and three for a total cost of \$822,825.00. The annual cost is approximately \$135,000.00 per year.

Comm. Peay asked if the imagery could be used by the Geographical Information Systems (GIS) department. Mayor Burgess explained that it could not because of the different technology used in obtaining the imagery, but deferred to Brian Robertson for the answer to the question.

Comm. Peay moved, seconded by Comm. Allen to approve the contract with Pictometry International Corp contingent on legal review and confirmation of whether GIS can use the data.

The motion passed unanimously by roll call vote.

ADDENDUM TO AGREEMENT WITH GOVERNMENT SERVICE AUTOMATION:

Melissa Harrell presented an addendum to the agreement with Government Service Automation dated December 12, 1989, which was terminated on November 30, 2014. This addendum reinstates the agreement for seven months, from November 30, 2014 through June 30, 2015. Fees for the extension are in accordance with the fee schedule contained in the contract.

Comm. Jernigan moved, seconded by Comm. Peay to approve the addendum to the agreement with Government Service Automation as presented.

The motion passed unanimously by roll call vote.

ATTORNEY GENERAL AND JUVENILE DETENTION:

Lisa Nolen presented a General Fund budget amendment to provide funding for the fees from the Government Service Automation contract previously approved:

| | | | |
|-------------------|---------------|---------------------|---------|
| Decrease: | 101-39000 | Unassign. Fund Bal. | \$5,770 |
| Increase Expend.: | 101-53600-317 | Data Proc. Services | \$5,050 |
| | 101-54240-317 | Data Proc. Services | \$720 |

Comm. Allen moved, seconded by Comm. Shafer to approve the budget amendment as presented.

The motion passed unanimously by roll call vote.

ANNUAL REPORT OF FIXED ASSETS:

Lisa Nolen presented the annual report of fixed assets for 2013-2014. She asked the committee to review the report and bring any questions they might have back to a later meeting.

No action was taken on this item.

HEALTH INSURANCE BUDGET AMENDMENT:

Lisa Nolen presented a General Fund budget amendment to adjust various employee and dependent insurance line items as a result of open enrollment and the changes to coverage and new elections being in place. The source of funding is the pooled account in the Employee Benefits category:

| | | |
|-------------------|------------------------------------|----------|
| Increase Expend.: | 101-53110-205 Employee & Dep. Ins. | \$250 |
| | 101-53300-205 Employee & Dep. Ins. | \$7,100 |
| | 101-53400-205 Employee & Dep. Ins. | \$350 |
| | 101-54510-205 Employee & Dep. Ins. | \$2,350 |
| | 101-55110-205 Employee & Dep. Ins. | \$800 |
| | 101-57800-205 Employee & Dep. Ins. | \$940 |
| Decrease Expend.: | 101-58600-205 Employee & Dep. Ins. | \$11,790 |

Comm. Peay moved, seconded by Comm. Jernigan to approve the budget amendment as presented.

The motion passed unanimously by roll call vote.

FINANCE:

Lisa Nolen presented a General Fund budget transfer to provide funding for the purchase of a replacement folder/sealer for checks and forms:

| | | |
|-------------------|--------------------------------|---------|
| Increase Expend.: | 101-52100-719 Office Equipment | \$3,210 |
| Decrease Expend.: | 101-52100-435 Office Supplies | \$3,210 |

Comm. Shafer moved, seconded by Comm. Peay to approve the budget transfer as presented.

The motion passed unanimously by roll call vote.

RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS:

Lisa Nolen presented a resolution to authorize the issuance of not to exceed \$34,800,000 general obligation refunding bonds to refund all or a portion of certain outstanding bonds of the county. The specific bonds to be refunded are the General Obligation Refunding Bonds, Series 2004, dated November 1, 2004, maturing April 1, 2016, General Obligation School Refunding Bonds, Series 2005, dated February 1, 2005, maturing April 1, 2016, and General Obligation School and Public Improvement Bonds, Series 2007, dated November 7, 2007, maturing April 1, 2016 through April 1, 2026, and on April 1, 2028.

It was emphasized that this is the first step in refunding the bonds, but the refunding would not take place if it did not effect a cost savings to the public.

Comm. Baum moved, seconded by Comm. Kaplan to approve the resolution as presented.

The motion passed unanimously by roll call vote.

SALE OF DEJARNETTE LANE PUMP STATION PROPERTY:

Mayor Burgess presented a letter from the City of Murfreesboro expressing their interest in purchasing additional property and a construction easement around their pump station on Dejarnette Lane near Oakland High School for \$670. Mayor Burgess explained that the Property Management Committee had recommended that he work with the City of Murfreesboro on acquiring the entire property owned by the County for the same offer of \$670. This would eliminate the County from having to maintain the property and provide the City of Murfreesboro the additional property they may need in the future to expand the pump station.

Comm. Allen moved, seconded by Comm. Baum to approve the sale of the property to the City of Murfreesboro subject to obtaining the proper deed documentation prior to the Commission meeting on February 12.

The motion passed unanimously by roll call vote.

ADJOURNMENT:

There being no further business to be presented, Chairman Jordan declared the meeting adjourned at 8:50 P.M.

Mark Tucker, Secretary